

## **CATAWBA COUNTY LIBRARY SYSTEM** **COLLECTION DEVELOPMENT**

### **1. MISSION**

The mission of Catawba County Library is to serve as a resource center for educational, personal, cultural, and community enrichment.

### **2. COMMUNITY SERVED**

Catawba County covers 400 square miles and has a population of 146,971. Traditionally its industries have been furniture and textile manufacturing. The closure of many manufacturing plants in the last decade has led to increased unemployment. Approximately 9% live below the poverty level. The population is broken down as 82% white, 8.4% African-American, 5.6% Hispanic, and 2.9% Asian (primarily Hmong). (US Census Bureau 2003 estimate <http://quickfacts.census.gov>). An influx of immigrants in the last few years means that the Hispanic and Hmong populations are increasing.

### **3. LIBRARY PROVISION IN CATAWBA COUNTY**

There are seven branches in the Catawba County Library System: Newton (40.29% of active borrowers), St. Stephens (26.49%), Southwest (12.32%), Sherrills Ford (8.92%), Maiden (7.5%), Claremont (2.79%), and Conover (1.69%). Separately, Hickory City Library serves residents of Hickory (population 37,222); and academic libraries are found at Catawba Valley Community College, part of the North Carolina community college system, and Lenoir-Rhyne College, a private liberal-arts college.

### **4. COMMUNITY NEEDS**

In addition to maintaining the existing general informational and recreational collections, Catawba County library system needs to be responsive to the changing needs of its residents in the 21<sup>st</sup> century. Materials need to be provided to support the retraining of the workforce, and the language and lifeskills needs of the incomers, specifically, learning English, GED study guides, basic math skills, career choice guides, job search planning and skills, resume preparation, interview skills. Materials also need to be provided in languages spoken by new county residents, mainly Spanish.

### **5. SELECTION RESPONSIBILITIES**

Materials are selected by four teams, Adult Non-fiction, Adult Fiction, Juvenile, and Audio-visual, under the coordination of the Collection Development Librarian. The ultimate responsibility for materials selection

rests with the Library Director, who works within the policies approved by the Library Board and County Commissioners.

## **6. SELECTION CRITERIA**

### **i) Adult non-fiction.**

The library acquires non-fiction works of both permanent and current interest. A few titles are also selected in large print, and audiobook formats. Materials for learning another language are generally in book/audio packages. Electronic reference sources (online databases or CD-ROM) are increasingly available.

Selection criteria include:

- Evaluations in professionally-recognized review media
- Authoritativeness of writer and reputation of publisher
- Accuracy of information
- Impartial opinion, or clearly stated bias
- Timeliness of data
- Adequate breadth and depth of coverage
- Appropriateness and relevancy of subject to the library's users
- Popular demand
- Historical value
- Availability of similar material within the community and other area libraries
- Organization and style appropriate to the material and library users
- Good quality illustrations
- Special features, bibliography and index
- Durable binding and paper
- Cost relative to value item contributes to collection
- Space required relative to value item contributes to collection
- Representation of diverse points of view
- Local significance of author or creator of work
- Scarcity of material on the subject
- Receipt of or nominations for major awards

Additional selection criteria for electronic materials include:

- Compatibility with available equipment and/or existing operating systems
- Ease of use by library users, including enhanced searching capabilities
- Price of print format versus electronic
- Frequency of updating
- Anticipated demand by library users
- Training requirements for staff and patrons
- Remote access capability
- Licensing fees and usage restrictions

### **ii) Adult fiction**

Fiction is purchased in regular print, large print, and audiobook formats, and includes classic, contemporary, genre, and graphic. It is selected according to the following criteria:

- Evaluations in professionally-recognized review media
- Popular demand
- Reputation of author and publisher
- Appropriateness to library's users
- Importance as a document of the times
- Relationship to the existing collection and to other titles dealing with the same subject
- Interest and originality of the plot and development of characters
- Style of writing
- Literary merit
- Inclusion in standard library bibliographies
- Availability of material within the community and other area libraries
- Physical qualities of the book - binding, paper, or audiobook -format, durability
- Cost relative to value item contributes to collection
- Title is part of existing series
- Local significance of author or setting
- Receipt of or nominations for major awards
- Inclusion in national book clubs e.g. Oprah's.

### iii) Juvenile

#### a) Juvenile & young adult non-fiction

The library acquires non-fiction works of both permanent and current interest.

Selection criteria include:

- Evaluations in professionally-recognized review media
- Receipt of or nominations for major awards
- Authoritativeness of writer and reputation of publisher
- Accuracy of information
- Timeliness of data
- Adequate breadth and depth of coverage
- Appropriateness and relevancy of subject to the library's users
- Popular demand
- Organization and style appropriate to the material and library users
- Good quality illustrations
- Durable binding and paper
- Cost relative to value item contributes to collection
- Space required relative to value item contributes to collection
- Representation of diverse points of view
- Local significance of author or creator of work
- Scarcity of material on the subject

b) Juvenile and Young Adult fiction

Fiction – classic, contemporary, graphic – is selected according to the following criteria:

- Receipt of or nominations for major awards
- Evaluations in professionally-recognized review media
- Popular demand
- Reputation of author and publisher
- Appropriateness to library's users
- Importance as a document of the times
- Relationship to the existing collection and to other titles dealing with the same subject
- Interest and originality of the plot and development of characters
- Style of writing
- Literary merit
- Inclusion in standard library bibliographies
- Physical qualities of the book – binding, paper
- Cost relative to value item contributes to collection
- Title is part of existing series
- Local significance of author or setting

c) Easy

Easy books are selected according to the following criteria:

- Receipt of or nominations for major awards
- Evaluations in professionally-recognized review media
- Popular demand
- Reputation of author and publisher
- Appropriateness to library's users
- Lack of bias – multicultural and non-sexist
- Style of writing / illustrating
- Literary merit
- Inclusion in standard library bibliographies
- Physical qualities of the book – binding, paper
- Cost relative to value item contributes to collection
- Local significance of author or setting

iv) Audio-visual

Audiovisual materials – DVD, VHS, Music CDs – are selected according to the following criteria:

- Popular demand
- Artistic merit
- Reputation of producer/artist
- Appropriateness to library's users
- Relationship to the existing collection

- Availability of similar material within the community and other area libraries
- Cost relative to value item contributes to collection
- Local significance of setting etc
- Evaluations in professionally –recognized review media
- Receipt of or nominations for major awards.

## **7. SELECTION TOOLS**

Materials are selected from reviews in *Library Journal*, *School Library Journal*, *Booklist*, *VOYA*, *Kirkus*, *New York Times Books*, *Wall Street Journal*, *Charlotte Observer*, *Our State* magazine, *Bookpage*, National Public Radio books, *Video Librarian*, Movie Review Query Engine, etc., and from publishers' catalogs. Input is also solicited from patrons, who may request that items be purchased either in person at any of the branches or through the library website. All requests are carefully considered and purchased whenever possible, but are subject to the same standards and financial constraints as other acquisitions.

## **8. GIFTS AND MEMORIALS**

Gifts and memorials may be made in the form of money or books. Donated materials that are added to the libraries' collections must meet the same standards as the other materials selected. The honoree or deceased person's family will receive a letter about the gift, a bookplate will be placed in the book, and the donor will receive a letter of acknowledgement. All gifts become part of the general collection and should not require special circulation procedures.

## **9. OTHER DONATIONS**

Books and other library materials are accepted on a limited basis, if clean and in good condition. After careful evaluation by professional staff, gifts are either added to the library collection, or sold in a book sale for the benefit of the library. Unsold items are either donated to charity or discarded. Outdated textbooks or encyclopedias are not accepted. Paperback donations will only be considered for addition to the library collection if they are from the current year, are in new condition, and are not already in the system or on order. Donated materials that are added to the libraries' collections must meet the same standards as other materials selected. Receipts for gifts will only indicate the type and number of items donated; the donor is responsible for deciding the value of the donated items.

## **10. RECONSIDERATION OF LIBRARY MATERIALS**

Public libraries have a duty to reflect within their collections differing points of view. Catawba County Library System does not endorse particular beliefs or

views. Every effort is taken to provide a balanced collection and the selection of an item does not express or imply endorsement of the viewpoint of its author. The library system supports the concept of intellectual freedom as specified by the First Amendment to the United States Constitution (appendix 1), the “Library Bill of Rights” (appendix 2), and the “Freedom to Read Statement” (appendix 3). Responsibility for children’s use of library collections rests with their parents, guardians, or caregivers. Patrons have the right to choose what they themselves read, but not to choose what other patrons may or may not read. A patron wishing to make a formal challenge to an item should fill in the *Patron request for reconsideration of library material* form (appendix 4), which will be carefully considered by the Library Director and Collection Development Librarian.

## 11. DESELECTION AND COLLECTION MAINTENANCE

Collection evaluation and weeding are performed by the appropriate member of the selection team and the Collection Development Librarian, on a three-year cycle.

	Claremont	Conover	Maiden	Newton	Sherrills Ford	Southwest	St. Stephens
Year 1	NF	[F] A/V	J	F/ AV	J	J	NF
Year 2	F / AV	J	NF	J	NF	NF	F/ AV
Year 3	J	NF	F/ AV	NF	F/ AV	F/ AV	J

Weeding is performed to remove books and other materials that are in dilapidated physical condition, contain outdated or inaccurate information, and do not meet the needs of the library’s patrons. Items are weeded according to the CREW manual guidelines. [Boon, Belinda. The CREW method: expanded guidelines for collection evaluation and weeding for small and medium-sized public libraries. Austin, TX: Texas State Library and Archives Commission, 1995.] CREW general guidelines recommend weeding

*Books/materials of poor content:*

- i) outdated and obsolete information (esp. on the subjects of computers, law, science, space, health & medicine, technology, geography, travel, transportation)
- ii) trivial subject matter
- iii) mediocre writing style
- iv) inaccurate or false information
- v) unused sets
- vi) repetitious series
- vii) superseded editions
- viii) not on standard lists

- ix) biased or sexist terminology or views
- x) unneeded duplicates
- xi) unwanted gifts

*Books/materials of poor appearance:*

- i) worn out, ragged items
- ii) poorly bound or poorly printed editions
- iii) items that are dirty, shabby, warped, bug-infested, or marked up, mutilated, or “edited” by patrons
- iv) small print, poor quality pictures
- v) brittle paper or audio- or videotape with deteriorated quality
- vi) yellowed, torn, or missing pages

*Unused materials*

- i) items uncirculated for 3-5 years (exact number according to CREW guidelines for each section and local decision)
- ii) duplicate copies no longer needed
- iii) unused volumes of sets
- iv) unneeded titles in little-used subject areas
- v) materials on the “hot topics” of several years ago
- vi) more books than are needed on any one subject

*Topics no longer within collection priorities*

- i) subjects no longer relevant to changing clientele
- ii) titles (print & a/v) readily available elsewhere

## 12. COLLECTIONS

As of April 2005 there are 260,600 items in the library’s collection.

### Adult non-fiction

The library strives to meet the informational needs of the community by maintaining a collection of books on core subjects in each branch. Particularly important are legal self-help books, medical condition books, GED and job-search related books, as these items are often sought by first-time users and if their needs are not satisfied they may not return. Other non-fiction books satisfy needs for do-it-yourself manuals, self-improvement, current affairs, high school and college projects, and recreational reading. Standing orders (Baker & Taylor’s *Continuations* service) are used to ensure that the libraries have the most up-to-date edition of core materials.

Checklists are used to ensure coverage of these core subjects (circulating and/or reference):

DEWEY sections	© <3 yrs, plus older versions if space permits
004 Computers	Windows & Macs. Word, Excel, Powerpoint, Photoshop, etc. Internet, Web, HTML. Ebay.
010 Bibliographies	Reader’s advisory
020 Library Science	Current practice, larger branches
030 Encyclopedias	©<3yrs

	Circulating World Book Guinness Book of World Records
070 Journalism	history, current.
100 Philosophy	Basic philosophy, history
133 Paranormal	Fortune-telling, dream interpretation, astrology
150 Psychology	Basic psychology, history.
158 Self-help	New & popular
170 Ethics	Cloning, euthanasia, animal rights, stem-cell research.
200 Religion	World religions
220 Bible	King James, modern version, study bible. Encyclopedia, dictionary, commentary, concordance. Catechism
230-280 Christianity	Prayer book. Lutherans, Baptists, Methodists, Episcopalians, Roman Catholics, Presbyterians, Pentecostals, Mormons, Jehovah's Witnesses, Mennonites
290 World religions	Judaism, Islam, Buddhism, Hinduism, Taoism.
291	Cults. Mythology
300 Social science	Anthropology, slavery, class, race, gender, apartheid. Families, children, adolescence, dating, homosexuality, marriage, same-sex marriage, motherhood, fatherhood, divorce, step-families, ageing.
317 US Statistics	©<2yrs Almanac
320 Politics	Civil rights, elections, suffrage, structure of government, immigration, slavery, espionage.
330 Economics	Basic economic theories. Capitalism, communism. Affirmative action, sexual harassment. Careers. Personal finance, retirement, debt, investing, bankruptcy, mortgage, real estate, credit. Ecology. Companies.
340 Law	Constitution, Declaration of Independence, Bill of Rights, free speech, gay rights. Current tax guide. Employee rights (discrimination, harassment). Self-help legal –NC (Current law): Family law: prenups, divorce, unmarried rights, gay rights, child custody, father's rights. Power of attorney, personal injury, copyright, patent. Wills, living wills, executors, probate. Starting a business, partnership, bankruptcy. Auto accidents, personal injury, small claims. Supreme court.
350 Government	Presidency, military.
360 Social sciences	Healthcare, AIDS, mental illness, suicide, drug abuse,



	<p>alcohol abuse, physical disabilities, deaf, welfare, homelessness, daycare (+how-to), adoption (+how-to), age-care, domestic violence, date rape.</p> <p>Pesticides, gun control, disaster, abortion, pornography, pollution, recycling.</p> <p>Crimes, death penalty, prisons.</p> <p>Social security, unemployment benefits, health insurance, Medicare</p>
370 Education	<p>Education theories.</p> <p>Homeschooling. Montessori.</p> <p>Studying, homework, gifted, dyslexia, ADHD.</p> <p>Reading, writing, math, science, languages, music.</p> <p>Colleges (4yr, 2yr, grad.), paying for college.</p> <p>Test prep guides: GED, new SAT, ACT, GRE, ASVAB, Postal exams.</p>
380 Telecommunications	History of radio, tv, telephone.
390 Customs	<p>Costume, Holidays, Etiquette</p> <p>Folktales, Nursery rhymes</p>
400 Language	History
419	American sign language
420 English	<p>Abbreviations, Etymological dictionary, Thesaurus, Grammar, Rhyming dictionary</p> <p>English as second language (ESL)</p>
430-499 Foreign languages	<p>Dictionaries, learn to speak:</p> <p>Spanish, French, German, Italian, Latin, Hmong, Vietnamese, Japanese, Russian</p>
500 Natural sciences	<p>History, Encyclopedia, Dictionary, Darwin.</p> <p>Science fair projects</p>
510 Mathematics	<p>Basic math, Algebra, Geometry, Trigonometry, Calculus, Measuring, Calculator use.</p> <p>GED math, SAT math</p>
520 Astronomy	<p>History, Origins of Universe.</p> <p>Planets, Comets, Stars &amp; sky watching</p>
530 Physics	Basic physics, Einstein, Quantum, Light, Electricity, Magnetism, Atomic/nuclear
540 Chemistry	Handbook, Periodic table, Mineralogy
550 Earth sciences	Earthquakes, Volcanoes, Weather
560 Paleontology	Fossils, Dinosaurs
570 Life sciences	Biology, Genetics, Evolution, Ecology, Endangered species
580 Botany	Plants, Trees, Identification guide
590 Zoology	Shells, Insects, Fish, Reptiles, Birds, Mammals, Identification guides
600 Applied science	History of technology & inventions
610 Medicine	<p>©&lt;3yrs</p> <p>Medical dictionary, Encyclopedia</p> <p>Anatomy, Puberty, Sleep, Health guides, Women's health,</p>

	<p>Nutrition, Weight-loss (current), Fitness, Smoking, Alcohol abuse, Birth control, Sex manual</p> <p>Guide to prescription &amp; OTC drugs, Alternative medicines</p> <p>Family medical guide, First aid, Pain, Heart, Stroke, Cholesterol, High blood pressure, Asthma, Allergy, Digestion, GERD (Acid reflux), IBS, Diabetes, Skin, acne, Hair loss, Bladder (cystitis), Hepatitis</p> <p>Infertility, Impotence, Prostate</p> <p>Osteoporosis, Arthritis, Lupus, Fibromyalgia/CFS, Multiple Sclerosis</p> <p>Migraine, Epilepsy, Alzheimer's, Parkinson's</p> <p>Depression, Phobia, Anorexia/bulimia</p> <p>Substance abuse, Sexual abuse, Venereal Diseases, AIDS</p> <p>Cancer: Breast, Colon, Prostate, Lung, Ovarian</p> <p>Prevention, Chemotherapy, Nutrition/ alt. therapy</p> <p>Surgery, Back pain, Foot/knee/hip, Hernia</p> <p>Sports injuries</p> <p>Dental care, Eyes – glaucoma, Deafness, Cosmetic surgery</p> <p>Menopause, Hysterectomy, Mastectomy, IVF, Pregnancy, Miscarriage, Childbirth, Premature birth</p> <p>SIDS, Down's syndrome, Spina bifida, ADHD</p>
620 Engineering	<p>National Electrical Code (latest)</p> <p>Home electrical wiring, Basic electronics, TV &amp; VCR repair, PC upgrade/repair</p> <p>Wells</p> <p>History of flight, Wright Bros, Cars, Bicycle, Motorcycles</p> <p>Repair manuals, domestic &amp; foreign.</p> <p>Space flight, Space shuttle</p>
635 Gardening	Flowers, Vegetables, Herbs, Houseplants, Organic,
636 Animals	<p>Pest/disease, Trees/shrubs, Lawn</p> <p>Breeds/care/training: Horses, Dogs, Cats, Small pets, Smallholding animals, Aquarium</p>
640 Home economics	<p>Household management</p> <p>Cookbooks: Beginner, Health (low fat/salt/cal./carb. etc), Vegetarian, Family, Budget, Gourmet, International, Christmas/holiday.</p> <p>Baking, Microwave, BBQ grill, Entertaining/party</p> <p>Home repair, Remodeling</p> <p>Sewing, Cleaning, Stain removal</p> <p>Child rearing: Baby/ toddler/pre-school/ school-age/ pre-teen/ teen. Breastfeeding. Home health care</p>
650 Management	<p>Current theories</p> <p>Career advancement, Resume, Applications, Interviews</p> <p>Office handbook, Business letters, Typing, Accounting,</p>

	Small business, Home business
670 Manufacturing	Textiles
680 Household appliances/ furniture	Appliance repair, Lawn mower repair, Tools, Furniture refinishing, Upholstering, Woodworking projects
690 Buildings	Hiring contractor, House building, Roofing, Plumbing, HVAC, Flooring, Painting, Tiling, Decks, Swimming pool
700 Arts	History of art, Ancient, Classical, Oriental, European, American, 20 <sup>th</sup> century, Modern
710 Landscape art	Garden landscaping
720 Architecture	Architectural styles, Home plans
730 Sculpture	Pottery Coins – US & world
740 Drawing & decorative	Techniques, Drawing: People, Animals, Machines, Cartoons, Manga ©<2yrs Antiques price guide Crafts: Decoupage, Origami, Beads, Candlemaking, Dolls' houses, Calligraphy, Stenciling, Flower crafts, Wreaths, Needlework, Weaving, Knitting, Crochet, Rug hooking, Quilting, Christmas, Easter Interior decorating: Living rooms, Kitchens, Bedrooms, Children's rooms Glass styles, Furniture styles
750 Painting	History Techniques: Watercolor, Acrylic, Oil Impressionism Books containing: Edward Hopper, Winslow Homer, John Singer Sargent, J.A.M. Whistler, Mary Cassatt, Georgia O'Keeffe, Jackson Pollock, Norman Rockwell, Grandma Moses, Andy Warhol. Turner, Cezanne, Renoir, Monet, Manet, Seurat, Pissarro, Degas, Chagall, Gauguin, Kandinsky, Matisse, Picasso, Dali, Miro, Magritte. Michelangelo, Leonardo da Vinci, Raphael, Boticelli, Titian, Caravaggio, Canaletto. Modigliani. Rembrandt, Bruegel, van Gogh, Mondrian. Frida Kahlo
760 Graphic arts	Money, Postage stamps catalogs
770 Photography	Techniques, Current equipment, Digital, Portraits, Landscape Books containing: Ansel Adams, Henri Cartier-Bresson, Man Ray, Diane Arbus, Robert Capa, Annie Leibovitz
780 Music	History, Dictionary/encyclopedia. How to read music Classical composers: Bach, Beethoven, Brahms, Chopin, Handel, Haydn, Liszt, Mahler, Mozart, Prokofiev, Schubert,

	<p>Tchaikovsky, Verdi, Wagner.</p> <p>Genres: Folk, Country, Blues, Jazz, Soul, Rock, Opera.</p> <p>Aaron Copeland, Cole Porter, George Gershwin, Rogers &amp; Hammerstein, Stephen Sondheim, Elvis Presley, Beatles, Bob Dylan.</p> <p>Song books, Hymns, Carols</p> <p>How to play instruments: piano, recorder, guitar, drums.</p>
790 Recreation	<p>Motion picture history, Movie criticism: "best"</p> <p>Radio, Television</p> <p>Acting, Theatre, Opera, Musicals, Ballet, Modern dance.</p> <p>Bridal showers, Baby showers</p> <p>Crossword puzzle dictionary</p> <p>Magic tricks</p> <p>Chess</p> <p>Bowling, Pool/billiards</p> <p>Card games – rules, Bridge</p> <p>Basketball, Football, Soccer, Tennis, Racquetball, Golf, Baseball, Weight training, Triathlon, Running, Marathon, Gymnastics.</p> <p>Hiking, Camping, Mountaineering.</p> <p>Bicycling, Skateboarding, Auto racing, NASCAR</p> <p>Boxing, Self-defense, Karate, Judo</p> <p>Snowboarding, Ice skating, Skiing, Ice hockey</p> <p>Olympic Games</p> <p>Boating , Canoeing, Sailing, Swimming, Diving, Scuba</p> <p>Horse riding, Horse racing</p> <p>Fishing, Hunting</p>
800 Literature	<p>History</p> <p>Criticism</p> <p>Dictionary/Encyclopedia</p> <p>MLA handbook</p> <p>Term paper writing</p> <p>Writer's market</p> <p>Public speaking</p> <p>Quotations</p>
810 American literature	<p>Collections, African American, Latino, Asian American, Native American</p> <p>Poetry: Maya Angelou, Emily Dickinson, Robert Frost, Walt Whitman, T.S. Eliot, Langston Hughes, Sylvia Plath, Edgar Allan Poe, Ezra Pound, William Carlos Williams.</p> <p>Drama: Arthur Miller, David Mamet, Neil Simon, Tennessee Williams</p> <p>Fiction: William Faulkner, Nathaniel Hawthorne, Mark Twain, Henry James, Ernest Hemingway, F. Scott Fitzgerald, J.D. Salinger, John Steinbeck</p> <p>Humor</p>

	Henry David Thoreau, Ralph Waldo Emerson
820 English literature	Guide Poetry: Geoffrey Chaucer, John Milton, John Keats, William Wordsworth Drama: Shakespeare, Marlowe Fiction: Jane Austen, Bronte sisters, George Eliot, Charles Dickens, James Joyce, George Orwell.
830-899 World literature	Goethe, Schiller, Anne Frank, Henrik Ibsen, Moliere, Gustave Flaubert, Victor Hugo, Jean Paul Sartre, Voltaire. Dante, Cervantes, Pablo Neruda, Octavio Paz Virgil, Ovid, Horace, Tacitus Homer, Aristotle, Socrates, Plato Anton Chekhov, Fyodor Dostoyevsky, Leo Tolstoy, Alexander Solzhenitsyn
900 Geography & History	History of civilization
910 Geography/travel	Geographical dictionary, guidebooks Titanic Scotland, Ireland, England, Germany, France, Italy, Spain Russia, Scandinavia, Netherlands China, Japan, India, Middle east, Israel Africa Canada, Mexico, Caribbean, Central America Disney World New York, Washington, DC, Atlanta, New England Blue Ridge, Smoky Mountains, Outer Banks, North Carolina, South Carolina, Virginia, Tennessee, Georgia, Florida. South Eastern States, New Orleans, Middle America, Western States, California. National Parks South America, Australia.
920 Biography	Biographical dictionary (includes women & minorities) Ancestor research Baby names Flags – world & state
930 Ancient history	Egypt, Greece, Rome
940 European History	Middle Ages, Modern, WWI, WWII, Holocaust, Pearl Harbor, Hiroshima. Britain, Germany, France, Italy, Spain, Russia.
950 Asia	Hmong people, China, Korea, Japan, Saudi Arabia, India, Pakistan, Iran, Iraq, Middle East, Israel, Palestine, Afghanistan, Laos, Vietnam. Korean War, Vietnam War, Gulf Wars
960 Africa	Africa
970 North America	Native Americans Canada, Mexico, Central America, Cuba

	United States African-Americans, Chinese-Americans, Hispanic-Americans, Asian-Americans. Colonies, War of Independence, Slavery, Civil War, Civil War NC, Great Depression, Civil Rights. George Washington, Abraham Lincoln, Thomas Jefferson, John F. Kennedy Sept. 11, 2001 Southern States, North Carolina, Catawba County, Biltmore Estate American West
980 South America	South America
990 Oceania	Australia
Biographies	Daniel Boone, George W. Bush, Jimmy Carter, Bill Clinton, Hillary Clinton, Jefferson Davis, Joe DiMaggio, Walt Disney, Amelia Earhart, Albert Einstein, Dwight Eisenhower, Anne Frank, Benjamin Franklin, Sigmund Freud, Billy Graham, Ulysses S. Grant, Adolf Hitler, Stonewall Jackson, Thomas Jefferson, John Paul II, Helen Keller, John F. Kennedy, Martin Luther King, Robert E. Lee, Abraham Lincoln, Nelson Mandela, Richard Nixon, Colin Powell, Elvis Presley, Jackie Robinson, Eleanor Roosevelt, Franklin D. Roosevelt, Babe Ruth, William T. Sherman, Sitting Bull, Mother Teresa, Zebulon Vance, George Washington.

### Reference

The reference collection should provide non-circulating up-to-date and authoritative information on various subjects. The scope of the collection depends on the size of the branch, but all branches should have the following basic tools:

- 000 Telephone book for community/county
- 031 Guinness Book of World Records (current year)
- 031 World Book Encyclopedia (current or previous year)
- 051 Old Farmer's Almanac (current year)
- 060 Roberts rules of order
- 220 Holy Bible, either Revised Standard or King James
- 220 Strong's Concordance of the Bible
- 317 World Almanac and Book of Facts (current year)
- 331 Occupational Outlook Handbook (current or previous year)
- 340 Black's Law Dictionary (or) Ballantine's Law Dictionary
- 343 Lasser's Your Income Tax (current year)
- 346 How to file for divorce in North Carolina
- 346 How to incorporate and start a business in North Carolina (current edition)

- 347 101 law forms for personal use (or equivalent, current edition)
- 353 United States Government Manual (current or previous year)
- 378 Peterson's Guide to Two-Year Colleges (current)
- 378 Peterson's Four-year colleges (or) Fiske Guide to Colleges (current)
- 378 The Scholarship Book (Cassidy) (current)
- 395 Emily Post's Etiquette (current ed. or equivalent)
- 423 English Dictionary ©<5 yrs
- 423 Roget's Twenty-First Century Thesaurus
- 433 German-English Dictionary
- 443 French-English Dictionary
- 463 Spanish-English Dictionary
- 495 Hmong-English Dictionary
- 582 An instant guide to trees: nearly 200 of the most common North American Trees... (or equivalent)
- 598 A field guide to the birds by Roger Tory Peterson (or equivalent)
- 613 Mayo Clinic Family Health Guide or equivalent ©<3yrs
- 615 The Essential Guide to Prescription Drugs (or) PDR Family Guide to Prescription Drugs (current)
- 621 National Electrical Code. (current edition)
- 629 NADA Official Used Car Guide (current)
- 629 Consumer Reports New & Used car buying guides (current year)
- 636 Encyclopedia of Dog Breeds
- 640 Consumer Reports (with Annual Buying Guide)
- 745 Kovel's Antiques and Collectibles Price List (or) Antiques Price Guide (Miller) (or) Schroeder's Antiques Price Guide (current or previous year)
- 791 Leonard Maltin's Movie & Video Guide or Halliwell's
- 796 Rules of the Game: The Complete Illustrated Encyclopedia of all the Sports in the World
- 808 Bartlett's Familiar Quotations (or) The New York Public Library's Book of Twentieth Century American Quotations (or) The Oxford Dictionary of Quotations
- 808 A Manual for Writers of Term Papers, Theses, and Dissertations (or) Chicago Manual of Style (or) Publication Manual of the American Psychological Association (or) MLA Style Manual
- 821 Best Loved Poems of the American People
- 912 Map of the local community/county
- 912 World atlas (up-to-date). Times Comprehensive Atlas of the World for preference.
- 920 Current Biography (or) Biography Today (or) biographical dictionary
- 975 The Catawbans vols 1 and 2
- 975 History of the branch's community, town or area if one is available
- 975 North Carolina : A History by William Powell

### Electronic Resources

Because of their ease of updating, online databases and CD-ROMs may provide more current information and be preferred over print sources for certain materials. Some may also be available from home via the Library Website.

### Adult Fiction

The fiction collection provides reading materials for both leisure and high-school assignments. The collection should comprise popular, literary, and genre fiction to ensure that a broad range of reading materials are available to meet the varied tastes of patrons. Hardback editions are purchased unless unavailable.

The main library may have more than one copy of a title, but only one copy should be bought for the branches, and patron holds on new in-demand titles should be satisfied by the lease program to ensure that money and shelf space is available for a wider selection of titles once the initial interest has subsided.

The most popular authors' works are obtained through Baker & Taylor's *Automatically Yours* program to ensure that new titles are not missed. This list of authors is to be reviewed biennially to make sure that it reflects current patron needs.

Titles on the New York Times bestseller lists are generally to be bought (unless obviously not meeting our selection criteria) because of high patron demand.

Other titles are selected from reviews in the selection journals.

Patron requests are given serious consideration and added to the collection whenever possible.

Literary classics, from core lists, are available on a system basis. They are selected for the individual branches according to branch size, assignments given by local high schools, and patron demand.

Large-print (16 point+) books are provided at every library. Popular authors are acquired via the *Automatically Yours* program, and other titles are leased to ensure a turnover of fresh titles in limited shelf-space. All genres should be represented.

Audiobooks are purchased in unabridged form wherever possible. Books are purchased in both tape and compact disc formats. CD format is growing in popularity as newer cars have CD systems only. Selection of format is to be closely monitored and correlated to patron demand. Titles are purchased according to patron demand and reviews. Demand for audiobooks is increasing. Downloadable audiobooks are available for library patrons through the North Carolina Digital Library consortium (and through NC LIVE from January 2006). Titles are selected by all libraries in the consortium for all patrons and Catawba County has no control over titles purchased by other consortium members.

Paperbacks are purchased for each library. These are mostly genre mass-market, especially romance. Titles should not duplicate those available in hardback.



### Juvenile

Materials are provided to meet the informational, educational and recreational reading needs of children from birth through 12<sup>th</sup> grade. The collection is sub-divided into Easy picture books (preschool through kindergarten), Beginning reading (1<sup>st</sup> & 2<sup>nd</sup> grades), Juvenile (3<sup>rd</sup> - 6<sup>th</sup> grade), and Young Adult (Junior High onwards). School and Library Binding editions are preferred for durability. Board books, paperbacks, graphic novels, Read-along kits, and educational software are also provided.

All Newbery and Caldecott Award winners are purchased.

Checklists are used to ensure coverage of core non-fiction subjects (circulating and/or reference) by Dewey number at the appropriate J or YA level:

001	Mysteries
004 Computers	History/Pioneers Using computers/Internet
020 Library	How to use
030 Encyclopedias	Juvenile Encyclopedia
133 Paranormal	ghosts
150 Psychology	Coping with death
170 Ethics	Cloning, euthanasia, animal rights, stem-cell research.
200 Religion	World religions encyclopedia
220 Bible	Children's bible
230-280 Christianity	Prayer book.
290 World religions 291	Judaism, Islam, Buddhism, Hinduism, Mythology
300 Social science	Slavery, class, race, gender, apartheid. Families, children, adolescence, divorce, step-families.
320 Politics	Civil rights, voting, structure of government, immigration, slavery.
330 Economics	Communism. Careers. Ecology.
340 Law	Constitution, Declaration of Independence, Bill of Rights, free speech, Supreme court.
350 Government	President. Weapons, armed forces.
360 Social sciences	AIDS, mental illness, suicide, drug abuse, alcohol abuse, body privacy, physical disabilities, homelessness, adoption. Pesticides, Pollution, Recycling, Disasters Gun control, Crimes, prisons.
370 Education	Starting school Studying, homework,

	Reading, writing, math, science, languages, music.
380 Telecommunications	History of radio, tv, telephone.
390 Customs	Costume Holidays: New Year, Chinese New Year, Valentine's, Presidents', Easter, July 4, Thanksgiving, Christmas. Manners Folktales, Nursery rhymes
400 Language	American sign language
420 English	Dictionary, Thesaurus, Grammar, Rhyming dictionary English for speakers of other languages
430-499 Foreign languages	Dictionaries, learn to speak: Spanish, French, German, Hmong, Vietnamese, Japanese, Russian.
500 Natural sciences	History, Encyclopedia/Dictionary Science fair projects Darwin
510 Mathematics	Basic math
520 Astronomy	Big bang/Origins of Universe Planets: Jupiter, Mars, Earth, Venus, Saturn, Neptune, Mercury, Uranus, Pluto. Sun, Moon, Comets. Stars & sky watching
530 Physics	Basic physics Light, Electricity, Magnetism, Atomic/nuclear
540 Chemistry	Basic chemistry Mineralogy
550 Earth sciences	Earthquakes, Volcanoes, Weather
560 Paleontology	Fossils, Dinosaurs
570 Life sciences	Biology, Genetics, Evolution Ecology, Endangered species
580 Botany	Plants, Trees, Identification guide
590 Zoology	Shells, Insects, Fish, Reptiles, Birds, Mammals Enough sharks & dolphins, snakes.
600 Applied science	History of technology & inventions
610 Medicine	Anatomy, Puberty, Health, Nutrition, Fitness First aid Asthma, Allergy, Diabetes, Skin, acne, Anorexia/bulimia, Substance abuse, AIDS. Sports injuries, Dental care, First visit Doctor/Dentist ADHD
620 Engineering	History of flight, Wright Bros, Airplanes, Ships, Trucks, Cars, Bicycles, Motorcycles, Space flight, Space shuttle
630 Farming 636 Animals	Farmers Breeds/care/training: Horses, Dogs, Cats, Small pets Farm animals, Aquarium
640 Home economics	Cookbook; Sewing
650 Business	Careers

	Keyboarding
670 Manufacturing	Textiles
700 Arts	History of art
720 Architecture	Basic
730 Sculpture	Pottery Coins – US & world
740 Drawing	Techniques, Drawing People, Animals, Machines, Cartoons, Manga Origami, beads, Crafts generally, Christmas, Easter, Thanksgiving
750 Painting	History, Techniques
760 Graphic arts	Money, Postage stamps
770 Photography	Basic techniques & equipment, Digital
780 Music	History , Dictionary/ encyclopedia How to read music Song books, Hymns, Carols How to play instruments: piano, recorder, guitar, drums
790 Recreation	History of Movies, Radio, Television. Acting, Ballet, Modern dance Magic tricks Chess Card games – rules Basketball, Football, Soccer, Tennis, Golf, Baseball, Wrestling, Running, Track & field, Gymnastics, Cheerleading. Hiking, Camping, Climbing Bicycling, Skateboarding, Auto racing, NASCAR Boxing, Karate, Judo Snowboarding, Ice skating, Skiing, Ice hockey Olympic Games Boating, Canoeing, Sailing, Swimming, Diving, Scuba Horse riding – English & Western Fishing, Hunting
800 Literature	Writing a report History, African American, Latino, Asian American, Native American
811 American poetry	Poetry collection, Silverstein, Prelutsky
820 English literature	Poetry, Drama, Shakespeare
830-899 World literature	Collection, Anne Frank, Homer - Iliad & Odyssey
900 Geography & History	History of civilization
910	Titanic Maps
920 Biography 929	Biographical dictionary (includes women & minorities) Family history Names Flags – world & state

930 Ancient history	Egypt, Greece, Rome
940 European History	Middle Ages, Renaissance, Modern, WWI, WWII, Holocaust, Pearl Harbor, Hiroshima. Countries: Britain, Germany, France, Italy, Spain, Russia, Romania, Ukraine, Vikings, Greece
950 Asia	Hmong people, China, Korea, Japan, Saudi Arabia, India, Pakistan, Iran, Iraq, Israel, Palestine, Afghanistan, Laos, Vietnam, Philippines, Indonesia. Korean War, Vietnam War, Gulf Wars
960 Africa	Africa
970 North American History	Canada, Mexico, Guatemala, Belize , Honduras, El Salvador, Nicaragua, Costa Rica, Panama, Cuba, Jamaica, Dominican Republic, Haiti, Puerto Rico. United States, African-Americans, Chinese-Americans, Hispanic-Americans, Asian-Americans. Mayflower/ Pilgrims, Colonies, War of Independence, Slavery, Civil War, Great Depression, Civil Rights. George Washington, Abraham Lincoln, Thomas Jefferson, John F. Kennedy, Sept. 11, 2001 States: Maine, New Hampshire, Vermont, Massachusetts, Rhode Island, Connecticut, New York, Pennsylvania, New Jersey, Delaware, Maryland, Washington, DC, West Virginia , Virginia, North Carolina, South Carolina, Georgia, Florida, Alabama, Mississippi, Louisiana, Texas, Oklahoma, Arkansas, Tennessee, Kentucky, Ohio, Indiana, Illinois, Michigan, Wisconsin, Minnesota, Iowa, Missouri, Kansas, Nebraska, S Dakota, N Dakota, Montana, Wyoming, Colorado, New Mexico, Nevada, Arizona, Utah, California, Oregon, Idaho , Washington, Alaska, Hawaii. Indian tribes: Cherokee, Creek, Seminoles, Choctaw, Hopi, Crow, Sioux, Cheyenne, Apache, Navajo, Blackfoot, Iroquois, Mohawk, Ojibwa, Comanche, Osage, Chippewa, Shoshone, Pueblo, Pawnee, Arapaho, Chinook, Catawba, Machapunga, Chickahominy, Nansamund, Pamunkey. Trail of Tears.
980 South America	Brazil, Argentina, Peru, Chile, Columbia, Bolivia, Ecuador, Venezuela, Guyana, Suriname, French Guyana, Paraguay, Uruguay.
990 Oceania	Australia, New Zealand, Antarctica

### Multicultural

This collection houses books and audio-visual materials in languages other than English that are spoken by Catawba County residents. The most prevalent language is Spanish. Core subjects include Learning English and

Immigration/Citizenship. Other informational books (legal, health), and children's bilingual picture books are to be provided at branches where there is a demographic need.

#### Audio-visual

DVDs, VHS videocassettes, and music CDs are provided for patrons' recreational and educational needs. The collection as a whole aims to provide a broad range of materials to meet a variety of tastes. Not all titles can be at each branch and patrons are encouraged to use the *Hold* service.

Where there are rated and unrated versions of a movie, the rated version will be the one acquired. Unrated foreign films and television programs are purchased if well-reviewed.

Popular new movies are purchased for multiple branches according to patron demand and budget constraints. Most purchases are in DVD format, with only the very high demand titles duplicated in VHS.

Children's materials encompass popular, literary, and developmental DVDs.

Classic movies, literary movies, anime, foreign films, educational films and documentaries are purchased primarily in single copies on a system-basis.

Newton and St. Stephens have their own collections and the smaller 5 branches have a rotating collection to cater for browsers.

Smaller collections of music CDs are available at each branch, providing a variety of music, including pop, country, rock, jazz, classical, folk, ethnic, soundtracks, and sound effects.

#### Genealogy

The Genealogy collection aims to provide collections of all available materials on Catawba County in monographs and microforms. Materials on neighboring Alexander, Burke, Caldwell, Gaston, and Lincoln counties is also collected, and at a lower level, North Carolina, the southern states of South Carolina, Virginia, Georgia, and also Pennsylvania.

#### Journals/Magazines/Newspapers

Local, regional and national newspapers, and general-interest magazines on subjects such as current events, homemaking, parenting, business, sports, fashion, hobbies, and North Carolina are provided, the number of titles depending on the size of the branch.

Librarianship and review journals are purchased to aid staff in their professional duties.

North Carolina Libraries for Virtual Education (NC LIVE) provides online access to complete articles from over 10,000 newspapers, journals, magazines, and encyclopedias, indexing for over 20,000 periodical titles, and access to over 24,000 electronic books. NC LIVE is available free of charge to library patrons.

DJ 4/05; updated 11/05

## APPENDICES

### THE UNITED STATES CONSTITUTION

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#### Amendment I

Congress shall make no law respecting an establishment of religion, or prohibiting the free exercise thereof; or abridging the freedom of speech, or of the press; or the right of the people peaceably to assemble, and to petition the Government for a redress of grievances.

Transcription from the first ten amendments to the Constitution in their original form. These amendments were ratified December 15, 1791, and form what is known as the "Bill of Rights."

[www.archives.gov](http://www.archives.gov)



## *Library Bill of Rights*

The American Library Association affirms that all libraries are forums for information and ideas, and that the following basic policies should guide their services.

- I. Books and other library resources should be provided for the interest, information, and enlightenment of all people of the community the library serves. Materials should not be excluded because of the origin, background, or views of those contributing to their creation.
- II. Libraries should provide materials and information presenting all points of view on current and historical issues. Materials should not be proscribed or removed because of partisan or doctrinal disapproval.
- III. Libraries should challenge censorship in the fulfillment of their responsibility to provide information and enlightenment.
- IV. Libraries should cooperate with all persons and groups concerned with resisting abridgment of free expression and free access to ideas.
- V. A person's right to use a library should not be denied or abridged because of origin, age, background, or views.
- VI. Libraries which make exhibit spaces and meeting rooms available to the public they serve should make such facilities available on an equitable basis, regardless of the beliefs or affiliations of individuals or groups requesting their use.

Adopted June 18, 1948.

Amended February 2, 1961, and January 23, 1980,  
inclusion of "age" reaffirmed January 23, 1996,  
by the ALA Council.



## *The Freedom to Read Statement*

The freedom to read is essential to our democracy. It is continuously under attack. Private groups and public authorities in various parts of the country are working to remove or limit access to reading materials, to censor content in schools, to label "controversial" views, to distribute lists of "objectionable" books or authors, and to purge libraries. These actions apparently rise from a view that our national tradition of free expression is no longer valid; that censorship and suppression are needed to counter threats to safety or national security, as well as to avoid the subversion of politics and the corruption of morals. We, as individuals devoted to reading and as librarians and publishers responsible for disseminating ideas, wish to assert the public interest in the preservation of the freedom to read.

Most attempts at suppression rest on a denial of the fundamental premise of democracy: that the ordinary individual, by exercising critical judgment, will select the good and reject the bad. We trust Americans to recognize propaganda and misinformation, and to make their own decisions about what they read and believe. We do not believe they are prepared to sacrifice their heritage of a free press in order to be "protected" against what others think may be bad for them. We believe they still favor free enterprise in ideas and expression.

These efforts at suppression are related to a larger pattern of pressures being brought against education, the press, art and images, films, broadcast media, and the Internet. The problem is not only one of actual censorship. The shadow of fear cast by these pressures leads, we suspect, to an even larger voluntary curtailment of expression by those who seek to avoid controversy or unwelcome scrutiny by government officials.

Such pressure toward conformity is perhaps natural to a time of accelerated change. And yet suppression is never more dangerous than in such a time of



social tension. Freedom has given the United States the elasticity to endure strain. Freedom keeps open the path of novel and creative solutions, and enables change to come by choice. Every silencing of a heresy, every enforcement of an orthodoxy, diminishes the toughness and resilience of our society and leaves it the less able to deal with controversy and difference. Now as always in our history, reading is among our greatest freedoms. The freedom to read and write is almost the only means for making generally available ideas or manners of expression that can initially command only a small audience. The written word is the natural medium for the new idea and the untried voice from which come the original contributions to social growth. It is essential to the extended discussion that serious thought requires, and to the accumulation of knowledge and ideas into organized collections.

We believe that free communication is essential to the preservation of a free society and a creative culture. We believe that these pressures toward conformity present the danger of limiting the range and variety of inquiry and expression on which our democracy and our culture depend. We believe that every American community must jealously guard the freedom to publish and to circulate, in order to preserve its own freedom to read. We believe that publishers and librarians have a profound responsibility to give validity to that freedom to read by making it possible for the readers to choose freely from a variety of offerings.

The freedom to read is guaranteed by the Constitution. Those with faith in free people will stand firm on these constitutional guarantees of essential rights and will exercise the responsibilities that accompany these rights.

We therefore affirm these propositions:

1. *It is in the public interest for publishers and librarians to make available the widest diversity of views and expressions, including those that are unorthodox, unpopular, or considered dangerous by the majority.*

Creative thought is by definition new, and what is new is different. The bearer of every new thought is a rebel until that idea is refined and tested. Totalitarian systems attempt to maintain themselves in power by the

ruthless suppression of any concept that challenges the established orthodoxy. The power of a democratic system to adapt to change is vastly strengthened by the freedom of its citizens to choose widely from among conflicting opinions offered freely to them. To stifle every nonconformist idea at birth would mark the end of the democratic process. Furthermore, only through the constant activity of weighing and selecting can the democratic mind attain the strength demanded by times like these. We need to know not only what we believe but why we believe it.

2. *Publishers, librarians, and booksellers do not need to endorse every idea or presentation they make available. It would conflict with the public interest for them to establish their own political, moral, or aesthetic views as a standard for determining what should be published or circulated.*

Publishers and librarians serve the educational process by helping to make available knowledge and ideas required for the growth of the mind and the increase of learning. They do not foster education by imposing as mentors the patterns of their own thought. The people should have the freedom to read and consider a broader range of ideas than those that may be held by any single librarian or publisher or government or church. It is wrong that what one can read should be confined to what another thinks proper.

3. *It is contrary to the public interest for publishers or librarians to bar access to writings on the basis of the personal history or political affiliations of the author.*

No art or literature can flourish if it is to be measured by the political views or private lives of its creators. No society of free people can flourish that draws up lists of writers to whom it will not listen, whatever they may have to say.

4. *There is no place in our society for efforts to coerce the taste of others, to confine adults to the reading matter deemed suitable for adolescents, or to inhibit the efforts of writers to achieve artistic expression.*

To some, much of modern expression is shocking. But is not much of life itself shocking? We cut off literature at the source if we prevent writers from dealing with the stuff of life. Parents and teachers have a responsibility to prepare the young to meet the diversity of experiences in life to which they will be exposed, as they have a responsibility to help them learn to think critically for themselves. These are affirmative responsibilities, not to be discharged simply by preventing them from reading works for which they are not yet prepared. In these matters values differ, and values cannot be legislated; nor can machinery be devised that will suit the demands of one group without limiting the freedom of others.

5. *It is not in the public interest to force a reader to accept the prejudgment of a label characterizing any expression or its author as subversive or dangerous.*

The ideal of labeling presupposes the existence of individuals or groups with wisdom to determine by authority what is good or bad for others. It presupposes that individuals must be directed in making up their minds about the ideas they examine. But Americans do not need others to do their thinking for them.

6. *It is the responsibility of publishers and librarians, as guardians of the people's freedom to read, to contest encroachments upon that freedom by individuals or groups seeking to impose their own standards or tastes upon the community at large; and by the government whenever it seeks to reduce or deny public access to public information.*

It is inevitable in the give and take of the democratic process that the political, the moral, or the aesthetic concepts of an individual or group will occasionally collide with those of another individual or group. In a free society individuals are free to determine for themselves what they wish to read, and each group is free to determine what it will recommend to its freely associated members. But no group has the right to take the law into its own hands, and to impose its own concept of politics or morality upon other members of a democratic society. Freedom is no freedom if it is

accorded only to the accepted and the inoffensive. Further, democratic societies are more safe, free, and creative when the free flow of public information is not restricted by governmental prerogative or self-censorship.

7. *It is the responsibility of publishers and librarians to give full meaning to the freedom to read by providing books that enrich the quality and diversity of thought and expression. By the exercise of this affirmative responsibility, they can demonstrate that the answer to a "bad" book is a good one, the answer to a "bad" idea is a good one.*

The freedom to read is of little consequence when the reader cannot obtain matter fit for that reader's purpose. What is needed is not only the absence of restraint, but the positive provision of opportunity for the people to read the best that has been thought and said. Books are the major channel by which the intellectual inheritance is handed down, and the principal means of its testing and growth. The defense of the freedom to read requires of all publishers and librarians the utmost of their faculties, and deserves of all Americans the fullest of their support.

We state these propositions neither lightly nor as easy generalizations. We here stake out a lofty claim for the value of the written word. We do so because we believe that it is possessed of enormous variety and usefulness, worthy of cherishing and keeping free. We realize that the application of these propositions may mean the dissemination of ideas and manners of expression that are repugnant to many persons. We do not state these propositions in the comfortable belief that what people read is unimportant. We believe rather that what people read is deeply important; that ideas can be dangerous; but that the suppression of ideas is fatal to a democratic society. Freedom itself is a dangerous way of life, but it is ours.

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This statement was originally issued in May of 1953 by the Westchester Conference of the American Library Association and the American Book Publishers Council, which in 1970

consolidated with the American Educational Publishers Institute to become the Association of American Publishers.

Adopted June 25, 1953; revised January 28, 1972, January 16, 1991, July 12, 2000, June 30, 2004, by the ALA Council and the AAP Freedom to Read Committee.

*A Joint Statement by:*

[American Library Association](#)

[Association of American Publishers](#)

**Catawba County Library System**  
**Patron Request for Reconsideration of Library Materials**

Title: \_\_\_\_\_

Author: \_\_\_\_\_ Publisher: \_\_\_\_\_

This is a: \_\_\_\_book \_\_\_\_magazine \_\_\_\_recording \_\_\_\_video \_\_\_\_other: \_\_\_\_\_

Request initiated by (your name): \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Phone: \_\_\_\_\_

Do you represent:

\_\_\_\_ yourself

\_\_\_\_ an organization (name): \_\_\_\_\_

\_\_\_\_ other group (name): \_\_\_\_\_

1. To what in the work do you object (please be specific; cite page numbers):

2. Did you read/view/listen to the entire work? \_\_\_\_yes \_\_\_\_no

If not, which parts have you read/viewed/listened to?

3. What harm do you feel might be the result of reading/viewing/listening to this work?

4. For what age group would you recommend this work? \_\_\_\_\_

5. What do you believe are the main ideas and the author's purpose of this work?

6. Have you read any professional reviews of this item? \_\_\_\_

If so, please list:

7. What would you like the Library to do about this work?

8. In its place, what work would you recommend that would convey as valuable a picture and perspective of the subject treated?

9. Have you read the library system's Selection policy? \_\_\_\_\_

Signature \_\_\_\_\_ Date \_\_\_\_\_

Thank you for your interest in the library. Your comments will be forwarded to the Collection Development Librarian and Library Director, who will respond to you.